

FILING INSTRUCTIONS FOR RENEWING A REGISTRATION.

Organizations that register with the office of Charitable Solicitations and Gaming must renew their registration on an annual basis. The following documents and fees must accompany a renewal application:

Documents

- Completed renewal application form (containing (2) notarized signatures)
- Completed Summary of Financial Activities form (containing (2) notarized signatures)
- IRS Form 990 (For the most recently completed fiscal year), if required to be filed by IRS
- Audited financial statement (If organization grossed more than \$500,000 in revenue)
- If governing documents such as by-laws have been updated, than these updates must accompany the application.

Fee Schedule

A registration fee, based on the schedule below, must be included:

<i>Gross Revenue</i>	<i>Filing Fee</i>
\$0 - \$48,999.99	\$100.00
\$49,000.00 – \$99,999.99	\$150.00
\$100,000.00 - \$249,000.00	\$200.00
\$250,000.00 - \$499,999.99	\$250.00
\$500,000.00 – ABOVE	\$300.00

Note: If the application is not complete, the registration will not be approved. Applications received after the expiration of the current registration period shall be assessed a \$25.00 late fee for each month or portion thereof that the report is late filed. (T.C.A. section 48-101-506)